

# REVIEWING A SF 278 REPORT



This guide covers the basic steps for viewing and reviewing a SF 278 report in FDM.

## Compare/Reconcile Against a Previously Filed Report

It is recommended any time you review a SF 278 report that you compare and reconcile the current SF 278 report against any previous SF 278 report.

## Selecting a SF 278 Report to Review

1. On the Review Filer's page, select any combination of the following and click **Go**
  - a. Form Type, SF 278
  - b. Reviewer Role
  - c. Reporting and Review Status

Depending upon the filtering criteria you select, all reports that have been signed and submitted by your assigned filers are displayed.

At this point, you can opt to End Review, eSign or View.

- Use End Review to signify that you have completed your review of a financial disclosure report.
- Use eSign when you have completed your review and are confident there are no conflicts of interest.
- View allows you to review the financial disclosure report online.

2. Click **View** beside the appropriate report. The Getting Organized page is displayed for the SF 278 report you are reviewing.

Filer	Registration Status	Year	Reporting Status	Review Status	Review Date	Signature Date
278_1_Training X	Active	2007	Incumbent	Under Review		
Knox_29_L_X	Active	2007	Incumbent	Under Review		
Knox_30_L_X	Active	2007	New Entrant	Under Review		

**Note:** You must have Adobe Reader 6.0 or later installed on your PC to view and print the report.

Click to see what version you have.

**You may find it helpful to have this information to prepare your report:**

- ◆ A copy of your previous SF 278 (if you have filed before)
- ◆ A copy of your previous OGE 450 (if you were an OGE 450 filer)
- ◆ Electronic version of your job description (attach to SF 278)
- ◆ Tax return
- ◆ Brokerage and/or mutual fund statements
- ◆ Bank, credit union, or any other financial institutions statements
- ◆ Rental agreements
- ◆ Any agreements or arrangements from past, current or future employers (Schedule C, Part II)
- ◆ Mortgage statement (if a rental)
- ◆ Credit card and any other loan statements

**Continue**

## Reviewing a Report

In FDM, you can review report information by either navigating through the Report Data sections or by viewing/printing the report form. When reviewing the report form, you must return to the appropriate Report Data section to include any line item comments.

## Reviewing the Report's Flags

Review any report flags to be sure all errors and omissions are addressed.

A red flag indicates required information is missing and that it should be provided before the report can be submitted. A yellow flag indicates that information is missing but is not required in order to submit your report.

3. Click **Flags**.
4. Review the report's flags. When complete, click either **Report Data** to return to the details of the SF 278 you are reviewing or **View/Print** to view and print the financial disclosure report form.

## Report Data

5. Select the appropriate report data sections and make any necessary comments.

## Comments

Comments can be added to specific line items or to the SF 278 report overall as substantive or non-substantive comments. A comment should be included as part of the SF 278 of record, if it is a substantive comment that provides additional information, a clarification, or a correction that materially affects the data reported on the SF 278.

Only the Supervisor and Senior Legal Counsel can designate that a comment is included in the SF 278 of record.

6. Click **Add Comment** beside the appropriate line item.
7. Review any existing reviewer or filer comments.

Note: Only select, **Include as part of the SF 278 of Record** if you want to include this comment publicly with the financial disclosure report.

8. Type your comment and click **Save**.

**Financial Disclosure Management**

My Info | Review Filers | Admin | Resources

Reports List | Report Data | Attachments | Comments | Flags | Audit Trail | View/Print | Review Status | Log Out

Under Review - L X. Knox\_29, 2007 Incumbent SF 278 Report

Getting Started | Assets | Other Income | Transactions | Gifts, etc | Liabilities | Agreements | Positions | **Wrap Up**

Reviewer's Wrap Up

This report is under review. The next steps to finish the review of this report are:

- Review the report's flags.
- Click "Continue" to proceed to the report's Review Status.
  - Complete your review.
  - eSign the report if you are a designated signer.
  - Notify any subsequent reviewers.

[Back](#) [Continue](#)

Security and Privacy Notice | Help | Accessibility | Developed by: C-E LCMC

## Wrap Up

9. When you have completed your review, click **Wrap Up**.

10. Click **Continue**.

### eSigning a SF 278

11. On the Review Status page, click **eSign** at the bottom of the page. A security message displays asking if you wish to proceed to the digital signature page.

12. Click **OK**.

13. Click **eSign**. Your report has been submitted.

An e-mail message is sent to the next set of reviewers indicating that the report is awaiting their review.

### Ending the Review

A reviewer can End Review to signify that they have completed their review of a financial disclosure report. Ending a review is not the same as eSigning a report in that it does not sign the report.

14. On the Review Status page, click **End Review**. A message displays indicating that if the filer amends this report your set review date will be invalid.

15. Click **OK** to continue. The Review Status page is displayed.

For additional instructions on reviewing a SF 278 report, click **View/Print** and then select SF 278 Instructions.

**Financial Disclosure Management**

My Info | Review Filers | Admin | Resources

Reports List | Report Data | Attachments | Comments | Flags | Audit Trail | View/Print | Review Status | Log Out

Under Review - L X. Knox\_29, 2007 Incumbent SF 278 Report

Report Progress

Created: 02/22/2007

Submitted: 03/02/2007

Amended:

ADAEO Submitted:

Completed:

Extension: No Extensions have been granted.

Signoff Progress

Filer:

Supervisor: 03/05/2007

eSigned by: Super\_278\_1, Training X.

Reviewer:

ADAEO/ADAEO EC:

Common Questions

- What is the difference between Review Date and Signature Date?
- What is the Amended date and how does it differ from the Submitted Date?
- Glossary

Instructions: Click notify to send a "Please Review" Email Notification to a reviewer.

Currently Assigned Reviewers	Role	Review Date	Signature Date
SLC_278_1, Training X.	SLC		
SLC_278_1, Training X.	Supervisor's SLC		
Super_278_1, Training X.	Supervisor	03/05/2007	
ADAEO_1, Training X.	ADAEO		
ADAEO_EC_278_30, Training X.	Ethics Counselor		

[End Review](#) [eSign](#)

Security and Privacy Notice | Help | Accessibility | Developed by: C-E LCMC

## Viewing and Printing a Report

At any time, you can view and print a financial disclosure report.

1. Click **View** beside the appropriate report on the Review Filers | Reports List page.

2. Click **View/Print** and then click **View/Print** again. The financial disclosure report displays in a separate browser window.

### Printing a Report

3. Select **File | Print** and then click **Print**

SF 278 (Rev. 03/2000)  
5 C.F.R. Part 2634  
U.S. Office of Government Ethics

Executive Branch Personnel PUBLIC FINANCIAL DISCLOSURE REPORT

Reporting Status (Check Appropriate Box): Incumbent ☒ Calendar Year Covered by Report: 2006 New Entrant, Nominee, or Candidate ☐ Termination Filer ☐ Termination Date (if Applicable) (Month, Day, Year):

Reporting Individual's Name: Last Name: KNOX\_29 First Name and Middle Initial: L X.

Position for Which Filing: Title of Position: Sr. Analyst, Dept Homeland Security Department or Agency (if Applicable): US Customs & Borders

Location of Present Office (or forwarding address): Address (Number, Street, City, State, and ZIP Code): AMBL AMBL City, AZ, 0000-0000, USA Telephone No. (Include Area Code): 000-000-0000

Position(s) Held with the Federal Government During the Preceding 12 Months (If Not Same as Above): Title of Position(s) and Date(s) Held: Contract Analyst, Dept of Homeland Security, 1/2002 - 3/2004

Presidential Nominee Subject to Senate Confirmation: Name of Congressional Committee Considering Nomination: Do You Intend to Create a Qualified Diversified Trust? ☐ Yes ☒ No

Certification: Signature of Reporting Individual: Date (Month, Day, Year):

Other Review (If desired by agency): Signature of Other Reviewer: Date (Month, Day, Year):

Agency Ethics Official's Opinion: Signature of Designated Agency Ethics Official/Reviewing Official: Date (Month, Day, Year):

Office of Government Ethics Use Only: Signature: Date (Month, Day, Year):

Comments of Reviewing Officials (if additional space is required, use the reverse side of this sheet)

Supervisor Certification. I have reviewed the interests reported on this form in light of the filer's duty position. I am satisfied that there is no actual or apparent conflict of interest. (Check box if filing extension granted & indicate number of days) ☐

Supervisor Certification. I have reviewed the signed in FDM by: Training X. Super\_278\_1 03/05/2007 User ID: training\_super\_278\_1 (Check box if comments are continued on the reverse side) ☐

## Reviewing an Amended SF 278

You must digitally sign the SF 278 report again when a filer amends a financial disclosure report in FDM.

- On the Review Filer's page, select any combination of the following:
  - Form Type, SF 278
  - Reviewer Role
  - Reporting and Review Status
- Click **Go**.

You will notice the Review Date for the SF 278 report you previously reviewed is crossed out. This indicates that the report was amended and needs to be reviewed once again.

- Click **View** beside the appropriate report. The Getting Organized page is displayed for the SF 278 report you are reviewing.

## Audit Trail

Review the Report's Events to verify if your recommended changes where made by the Filer.

- Click **Audit Trail**. The Audit Trail page displays.

## Reviewing a Report's Events

- Review the Report's Events to verify if your recommended changes where made.
- Click **View Event** to view an event's details.

## Reviewer's Wrap-Up

- Click **Report Data** and then **Wrap Up**. The Reviewer's Wrap Up page is displayed.
- Click **Continue**. The Review Status page is displayed.
- Review the report and signoff progress.

At this point, you can opt to End Review or eSign the report.

- eSign** the report.
- Click **Report List** to continue reviewing financial disclosure reports in FDM.

Financial Disclosure Management

My Info Review Filers Admin Resources Log Out

Reports List

Welcome Training X, SLC\_278\_1

Annual incumbent SF 278 reports are due 15 May.

You have pending registrations. Go to [Pending Self Registration Requests](#) to confirm or deny registrations.

My SF 278 Filer's Reports

Form Type: My Role: Year: Reporting Status: Review Status: [Go] [Reset]

SF 278 SLC 2007 ALL Under Review

1 to 3 of 3 Items per page: 20

Filer	Registration Status	Year	Reporting Status	Review Status	Review Date	Signature Date	
278_1, Training X	Active	2007	Incumbent	Under Review			End Review eSign View
Knox_29_1, L X	Active	2007	Incumbent	Under Review Amended 04/20/2007	<del>04/20/2007</del>		End Review eSign View
Knox_30_1, L X	Active	2007	New Entrant	Under Review			End Review eSign View

Common Questions

- What does it mean to "end" a review?
- What does Amended mean?
- What does Amendment in Progress mean?
- How do I see the reports assigned to me if I have more than one role in FDM?
- What does Complete Report mean?
- Glossary

Financial Disclosure Management

My Info Review Filers Admin Resources Log Out

Reports List Report Data Attachments Comments Flags Audit Trail View/Print Review Status

Under Review - L X, Knox\_29, 2007 Incumbent SF 278 Report

Audit Trail

(listed in reverse chronological order)

Date	Role	Name	Event	
04/22/2007 01:45	Filer	Knox_29, L X	Amended Report	
04/22/2007 10:45	Filer	Knox_29, L X	Selected "No Reportable Transactions"	
04/22/2007 10:45	Filer	Knox_29, L X	Deleted Transaction	View Event
04/22/2007 10:45	Filer	Knox_29, L X	Added Transaction	View Event
04/22/2007 10:45	Filer	Knox_29, L X	Added Asset	View Event
04/22/2007 10:45	Filer	Knox_29, L X	Amended Report	
04/20/2007 02:45	Reviewer	SLC_278_1, Training X	E-Signed	
04/20/2007 02:45	Reviewer	SLC_278_1, Training X	Ended Review	
04/19/2007 11:03	Reviewer	Super_278_1, Training X	E-Signed	

Common Questions

- What is an ADAEO (Alternate Designated Agency Ethics Official)?
- What is an SLC (Senior Legal Counsel)?
- What is an EC (Ethics Counselor)?
- Glossary

Financial Disclosure Management

My Info Review Filers Admin Resources Log Out

Reports List Report Data Attachments Comments Flags Audit Trail View/Print Review Status

Under Review - L X, Knox\_29, 2007 Incumbent SF 278 Report

Report Progress

Created: 02/22/2007

Submitted: 03/02/2007

Amended:

ADAEO Submitted:

Completed:

Extension: No Extensions have been granted.

Signoff Progress

Filer:

Supervisor:

Reviewer:

ADAEO/ADAEO EC:

Common Questions

- What is the difference between Review Date and Signature Date?
- What is the Amended date and how does it differ from the Submitted Date?
- Glossary

Instructions: Click notify to send a "Please Review" Email Notification to a reviewer.

Currently Assigned Reviewers	Role	Review Date	Signature Date	
SLC_278_1, Training X	SLC			
SLC_278_1, Training X	Supervisor's SLC			
Super_278_1, Training X	Supervisor			Notify
ADAEO_1, Training X	ADAEO			
ADAEO_EC_278_30, Training X	Ethics Counselor			

End Review eSign

Security and Privacy Notice | Help | Accessibility | Developed by: C-E LCMC